

18 November 2009

Dear Councillor

FINANCE AND ADMINISTRATION COMMITTEE

A meeting of the Finance and Administration Committee will be held in the Committee Room at the Council Offices, London Road, Saffron Walden on Thursday 26 November 2009 at 7.45 pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days prior notice

A G E N D A P A R T I

1. Apologies for absence and declarations of interest.
2. Minutes of the meeting held on 24 September 2009 and 12 October 2009.
3. Business arising.
4. **Chairman's Verbal Report (5 minutes).**
Item for information
To receive the report of the Chairman of the Committee
5. **Lead Officer's Report (5 minutes)**
Item for information
To receive the report of Director of Central Services
6. **2009/10 Budgetary Control Report (20 minutes)**

Item for decision

To receive the report of Chief Finance Officer

7. Matters arising from other Committees and Working Groups (15 minutes)

a) Environment Committee 10 November 2009

RESOLVED that

Members recommend to Finance and Administration Committee the assignment of the lease and transfer of responsibility for Bridge End Garden and respective equipment, materials and assets to Saffron Walden Town Council on tapering funding of up to 5 years as part of the package of Saffron Walden amenities already determined.

Saffron Walden Town Council be asked to give serious consideration to the recommendations made in the Appraisal report.

For the duration of the tapered funding an annual report be made to the Scrutiny Committee.

The Committees formal thanks be conveyed to John Bosworth for all his work in connection with the Gardens.

b) Electoral Arrangements Working Group 5 November 2009

RECOMMENDED that the following programme of electoral reviews be approved by the Finance and Administration Committee:

A community governance review (terms of reference yet to be decided, but definitely to include Foresthall Park, and the boundary between Birchanger and Stansted) to begin in June/July 2010.

A formal approach be made to both Little Canfield and Takeley parish councils, and to the newly formed residents association, to ascertain their views about future parish arrangements in respect of the Priors Green development site, and whether the residents of Priors Green would benefit from a formal review of boundaries to co-incide with the review proposed in (a) above.

A review of parish electoral arrangements throughout Uttlesford to be completed before the parish elections due in May 2011.

A review of Returning Officer's fees and charges to be completed by December 2010.

A review of polling districts and polling places within the district, or a more limited review of arrangements needing particular attention, to be completed by November 2010.

8. Any other items that the Chairman considers to be urgent.

To: Councillors **R P Chambers**, R Clover, J E N Davey, K L Eden, A Dean, D M Jones, A J Ketteridge, T P Knight, R M Lemon, H S Rolfe, G Sell, R D Sherer, A D Walters and P A Wilcock.

Lead Officer: Adrian Webb
Democratic Services Officer: Catharine Roberts

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak at the meetings. You will need to register with the Committee Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Procter 01799 510433 Cathy Roberts on 01799 510434, or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

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If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.gov.uk as soon as possible prior to the meeting.

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If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly, do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please make your way to the flagpole near the visitor car park.
- Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.